



## Checklist for planning applications

# Minor building or works in Commercial, Industrial, Capital City, Docklands and Mixed Use Zones

### Background Information

This checklist is relevant to minor buildings and works applications in Commercial, Industrial, Capital City, Docklands and Mixed Use Zones.

This checklist applies to applications where development requires a planning permit under the provisions of the Melbourne Planning Scheme. In some cases the way the land is 'used' will also require a planning permit. It is vital that a planning permit application description describes why a planning permit is sought.

### You may need this checklist if you are:

- Wishing to undertake minor building and works include such as external fixtures, outbuildings, windows and other external additions to an existing buildings.

For further guidance about whether you will need to use this checklist, please consider booking a pre-application meeting.

To be accepted for assessment, your application must include:

- A completed application form, including a signed declaration
- A recent copy of the title for the land (dated no more than 30 days prior to the application) including a copy of the diagram or relevant plan of subdivision and the Register Search Statement which lists any encumbrances or restrictive covenants that may affect the land. A Certificate of Title may be obtained online from [LANDATA<sup>1</sup>](https://www.landata.vic.gov.au/) or by contacting the [Land Information Centre<sup>2</sup>](https://www.land.vic.gov.au/)
- The prescribed application fees
- An electronic copy of plans, fully dimensioned and drawn to scale, including:
  - Site Plan, including:
    - The title boundaries of the site
    - The location, length, height and design of the proposed fence
  - Elevation drawings to scale showing the height, colour and materials of all proposed buildings and works

Note: An application fee is requested by the Responsible Officer after the application is lodged. Please ensure the section of the application form titled “Cost of Works” is completed when you lodge your application to prevent delays in calculating the correct fee.

In addition to the mandatory items above, you will need some or all of the following:

- Site plans and elevations (development drawings) that are fully dimensioned and scaled to 1:100 or 1:200

Note: Plans and elevations can be electronic or hand drawn (provided they are scaled and legible). We typically find plans prepared by a suitably qualified person such as an architect or drafts person are more legible and assist the planning permit application process. Plans should include:

- A North arrow on all floor/site plans
- The boundaries and dimensions of the site elevation drawings showing the colour and materials of all buildings and works
- The location of any existing buildings, including fences, and trees
- Adjoining roads labelled
- The location, height and purpose of buildings and works on adjoining land including setbacks
- The layout of existing and proposed buildings and works
- Relevant ground levels and maximum building height from the natural ground level to Australian Height Datum (AHD)
- A separate demolition plan showing every aspect of the site to be demolished in red
- All driveway, car parking and loading areas

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<sup>1</sup> <https://www.landata.vic.gov.au/>

<sup>2</sup> [https://www.land.vic.gov.au](https://www.land.vic.gov.au/)

- The location of any easements
- Any contaminated soils and filled areas, where known
- All external storage and waste treatment areas
- An arborist report on the impact to existing or neighbouring vegetation (if applicable).
- Location of any rainwater tanks and other proposed Environmentally Sustainable Development initiatives
- Net floor area/ Leasable floor area as defined under [Clause 73.01 - General Terms](#)<sup>3</sup>

A colours and materials schedule to accompany the plans and elevation (development drawings):

Note: This schedule should show the showing the materials, colour and finish of all external walls, roof, fascias and window frames.

- Pictures or images of the proposed colours and materials
- Specifications of the colours and materials
- Information relating to where the colours and materials will be applied

A cover letter or report that includes a written description of the proposal and a response to any relevant planning policy:

Note: A report prepared by a suitability qualified person such as a town planning consultant or architect is recommended as it can assist the planning process and often provides written justification as to how the proposal responds to the relevant requirements of the Melbourne Planning Scheme.

- A written description of the proposal and, if relevant:
  - The built form and character of adjoining and nearby buildings.
  - Heritage character of adjoining heritage places.
  - Ground floor street frontages, including visual impacts and pedestrian safety
  - For land in a Mixed Use Zone, the maximum building height specified in the schedule to the zone.
- How the proposal responds to relevant requirements of the <sup>4</sup>[Melbourne Planning Scheme](#). This should include a response to the following:
  - How the proposal responds the requirements of the relevant zone, overlays and planning policies.
  - Details on how the proposal responds to relevant particular provisions such as:
    - [Clause 52.05 - Signs](#)<sup>5</sup>
    - [Clause 52.06 - Car Parking](#)<sup>6</sup>
    - [Clause 52.34 - Bicycle Facilities](#)<sup>7</sup>
- Any relevant images that help convey the above information.

<sup>3</sup> <https://planning-schemes.app.planning.vic.gov.au/Melbourne/ordinance/73.01>

<sup>4</sup> <https://planning-schemes.app.planning.vic.gov.au/Melbourne/ordinance>

<sup>5</sup> <https://planning-schemes.app.planning.vic.gov.au/Melbourne/ordinance/52.05>

<sup>6</sup> <https://planning-schemes.app.planning.vic.gov.au/Melbourne/ordinance/52.06>

<sup>7</sup> <https://planning-schemes.app.planning.vic.gov.au/Melbourne/ordinance/52.34>

## Helpful Hints

1. This checklist outlines the standard information required for application lodgment. Additional information may be requested by the assessing planning officer.
2. If you would like to discuss your proposed licensed premises, you can arrange a pre-application meeting at [Planning pre-application advice](#)<sup>8</sup>
3. For information about fees, please refer to the [Schedule of fees](#)<sup>9</sup>. Please note, you may require other permits, and these may incur additional fees.
4. The Planning and Environment Act 1987 defines 'buildings' and 'works' as follows:  
Buildings:
  - A structure and part of a building or a structure;
  - Fences, walls, outbuildings, service installations and other appurtenances of a building; and,
  - A boat or pontoon which is permanently moored or fixed to land.Works:
  - Any change to the natural or existing condition or topography of land including the removal, destruction or lopping of trees and the removal of vegetation or topsoil.
5. Please note there are some 'buildings and works' that are exempt from requiring a planning permit under the applicable Zone. The Schedule to the Zone often stipulates what types of proposal may or may not be exempt

## Application lodgement guidelines

Please submit your application electronically – by email, online file sharing service or USB. Your email should include the complete application as a single PDF document, optimised to reduce file size and not encrypted or password protected. Alternatively, you may lodge the application via our online portal [Lodge a planning application](#)<sup>10</sup>. For other lodgement options, please contact Council.

## To get in touch with Council about your application

Telephone: (03) 9658 9658  
Email: [planning@melbourne.vic.gov.au](mailto:planning@melbourne.vic.gov.au)  
Online: [Contact us](#)<sup>11</sup>

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<sup>8</sup> <https://www.melbourne.vic.gov.au/building-and-development/planning-and-building-services>

<sup>9</sup> <https://www.melbourne.vic.gov.au/SiteCollectionDocuments/planning-schedule-of-fees>

<sup>10</sup> <https://www.melbourne.vic.gov.au/building-and-development/planning-and-building-services/planning-applications>

<sup>11</sup> <https://www.melbourne.vic.gov.au/pages/contact-us.aspx>